

Summer Camp Director (Full-time, Year Round Position)

Pretty Lake Camp, located in Mattawan Michigan is a multi-faceted non-profit organization founded in 1916, that provides a no-cost summer residential camp for children in Kalamazoo County. Pretty Lake Camp serves children from 4th grade to 12th grade with a progressive experience that enriches their lives through the power of the outdoors. We are looking for a full time-year round camp director who under the direction of the Executive

Director will be responsible for summer camp programming, staffing and year-round program support of our Adventure Centre and Farm. We are looking for someone with a commitment to diversity, who is passionate about getting kids outdoors. The right person for this job will have a commitment to outdoor leadership and education with strong customer service skills.

If you are like being a part of a team that works together enrich the lives of thousands of children and adults each year, then we want to hear from you.



To learn more about the position or apply, please visit the “Jobs” portion of our web site at <http://www.prettylakecamp.org/jobs/positions-available/> . Apply by November 30, 2014

POSITION DESCRIPTION

Position Title:	Camp Director
Reports to:	Executive Director
Wage Category:	Exempt (Full-time Salary)
Date Approved:	November 13, 2014

JOB STATEMENT

Under the direction of the Executive Director, the Camp Director is responsible for forwarding the mission of Pretty Lake Camp. Primary responsibilities include summer youth camp, year-round youth educational programming, as well as other specialty and collaborative programs. These responsibilities are conducted according to the organization’s policies, procedures, and all local/state/federal regulations and laws.

ESSENTIAL FUNCTIONS

1. Responsible to work as part of an integrated team to plan and direct a dynamic program-based cost-free residential summer camp for children in Kalamazoo County.
2. Researches, develops and maintains an accurate list of contact points for camper recruitment. Uses best practices to plan, implement and execute camper application process. Maintains confidential camper applications and medical forms as required.
3. Responsible for the recruitment, screening, selection, placement, monitoring and evaluation of summer camp staff and in collaboration with other directors responsible for seasonal staffing. Works with the Office Manager to maintain appropriate documentation for summer staff according to organizational and federal/state/local compliance guidelines.

4. Plans and implements a rigorous staff training program that is camper focused and orients seasonal

staff to the values and expectations of the position and the organization.

5. Maintains the highest standards for health and safety. Is responsible for understanding and monitoring compliance with all state licensing rules for summer camps. Is responsible for compliance with all emergency procedures and safety drills. Ensures that procedures are taught, observed, and practiced by all persons at camp.
6. Evaluates, initiates, develops and maintains relationships with human service organizations and volunteer groups in order to expand Pretty Lake's programs and services to the campers. Remains current with best practices for summer camps and youth development.
7. Provides input into the content development of written and electronic communications related to camps summer programs.
8. Works as part of a team who coordinates and fulfills expectations of year-round retreat and conference groups on site. (welcome, orientation, monitor and address facility needs)
9. Fully participates in year-round programming including training and service as a facilitator for high adventure programming, program development and directing of school camps, and engaging with other fee for service programming.
10. Answers routine inquiries and handles telephone calls on behalf of the organization as appropriate. Has excellent customer service and customer recovery skills when working with campers, parents, guardians to address a variety of situational needs.
10. Works with and supervises volunteers who may work in areas such as data entry, mailing projects, camper registration, site improvements, and program activities.
11. Is responsible for the development of the summer camp's annual operating budget. Responsible for all summer program expenditures and reimbursement. Keeps inventory of supplies and equipment needed to maintain excellent programs and standards.
12. Completes other duties as required for the continued improvement of the organization and facility.

KNOWLEDGE, SKILLS, ABILITIES, AND STANDARDS OF PERFORMANCE

1. Previous experience as a seasonal or full-time camp director is required. Must be 21 years old (state licensing requirement).
2. Bachelors degree or higher. Is passionate and has experience in using the outdoors as a vehicle for youth development, social emotional learning and life skills.
3. Proficient with all common office software with word processing, data entry and spreadsheet required and social media. Knowledge of Camp Brain or similar camp specific software is strongly desired.
5. Ability to embrace a diverse group of co-workers, volunteers, constituents, and customers of all ages and backgrounds. Able to interact with others a friendly, respectful and courteous manner with a high commitment to internal and external customer service.

6. Ability to interpret the camp's mission to constituents, volunteers and the general public.
7. Ability to stay calm and perform work under high stress situations.
9. Ability to maintain confidentiality regarding organizational, personnel, client, customer and donor information.

PHYSICAL, MENTAL AND SENSORY DIMENSIONS

1. Physical mobility: standing, walking, bending, lifting, and occasionally lifting up to 40 pounds. Manual dexterity to operate computer, calculator, telephone, portable radio, fax and photocopier. Must have valid Michigan driver's license and be able to provide own transportation when required.
2. Mental effort: reading, writing, calculating, analyzing.
3. Sensory requirements: ability to read information in handwritten or printed form, on video terminals, etc.; ability to communicate with constituents, customers, donors, co-workers in person and over the telephone and via email or other electronic forms of communication

WORKING CONDITIONS

1. Normal office environment and generally consistent daytime work schedule during fall, winter, spring, retreat and environmental education program season.
2. Heavy summer work schedule of long days and late nights and weekends.
3. Flexible workdays and schedule with prior approval. Minimum 40 or more hours per week.
4. Work is subject to interruptions.
5. On-site housing is required and provided during summer camp season (staff training through last session of campers).

Pretty Lake Camp is an Equal Opportunity Employer